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ABSTRACT

The Board of Directors of the New Brunswick Indian Arts and Crafts Corporation attended a two-day training session in Presque Isle, Maine, to discuss and clarify roles and responsibilities of the various agencies and position holders of the Provincial and Federal Corporations. In addition, an extensive discussion of negotiations procedures took place. This is a report of the second in a series of board training sessions. It is designed as a follow-up on the session where the corporate purpose, programs, and structure were analyzed and developed. In addition, the operational contract to be signed with the National Indian Arts and Crafts Corporation was discussed and analyzed at this meeting.
(Authors/JD)

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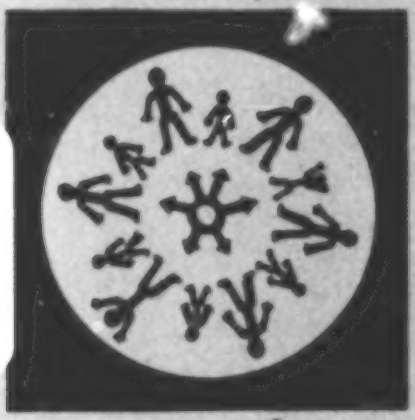
REPORT - TRAINING SESSION ON
* Roles and Responsibilities
* Steps in Negotiations

for the Board of Directors
NEW BRUNSWICK INDIAN ARTS AND CRAFTS CORPORATION

Presque Isle, Maine

June 16 and 17, 1977



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June 30, 1977

SP011 462

INTRODUCTION

The Board of Directors of the New Brunswick Indian Arts and Crafts Corporation attended a two-day training session in Presque Isle, Maine to discuss and clarify roles and responsibilities of the various agencies and position holders of the Provincial and Federal Corporations. In addition, an extensive discussion of negotiations procedures took place.

This session is the second in a series of Board Training sessions. It is designed as a follow up on the session where the Corporate Purpose, Programs, and Structure were analyzed and developed. In addition, the operational contract to be signed with the National Indian Arts and Crafts Corporation was discussed and analyzed. Subsequent meetings are planned to discuss program planning, development, and evaluation and corporate reporting.

The session started from the organization model approved at the previous session which distinguished between Board and Executive.

TABLE I

SESSION ONE

Roles

The following agencies and individuals were identified as needing roles and responsibilities:

Provincial Board

Provincial President

Provincial Vice President

Provincial Secretary/Treasurer

Provincial Executive Director

National Board Member

It was determined that detailed roles and responsibilities were needed for:

National Board

National Executive

- President
- Vice President
- Secretary Treasurer

Structures

It was determined that the following charts represented the structure of the provincial corporation and the national corporation.

TABLE II

PROVINCIAL ORGANIZATION

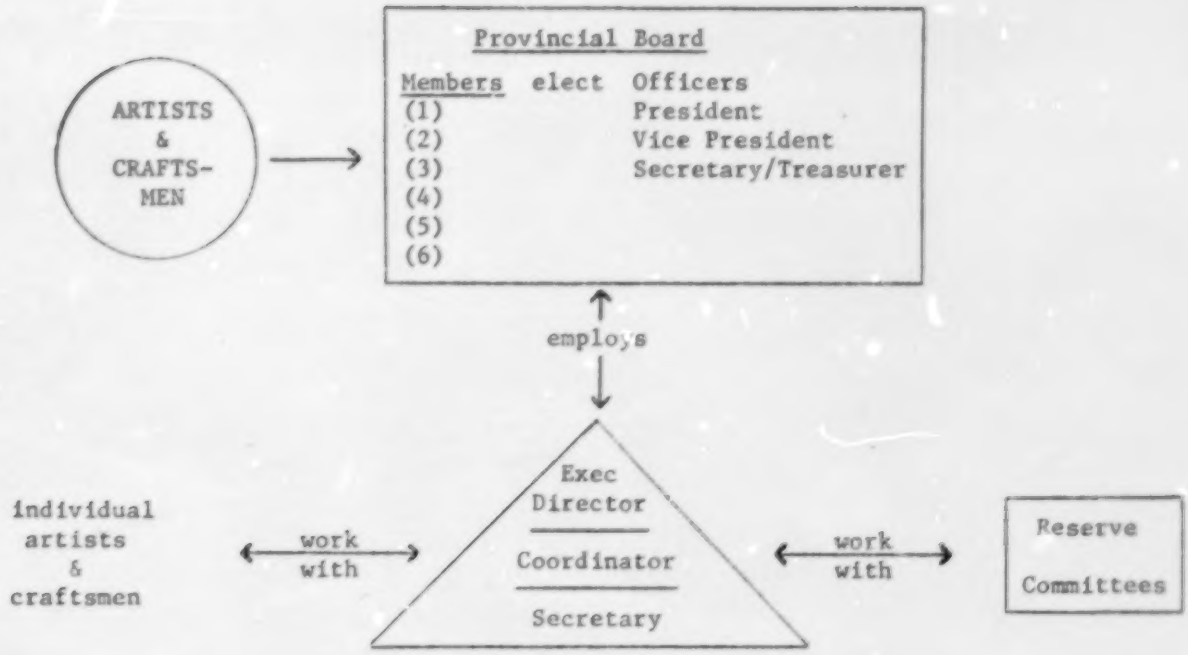
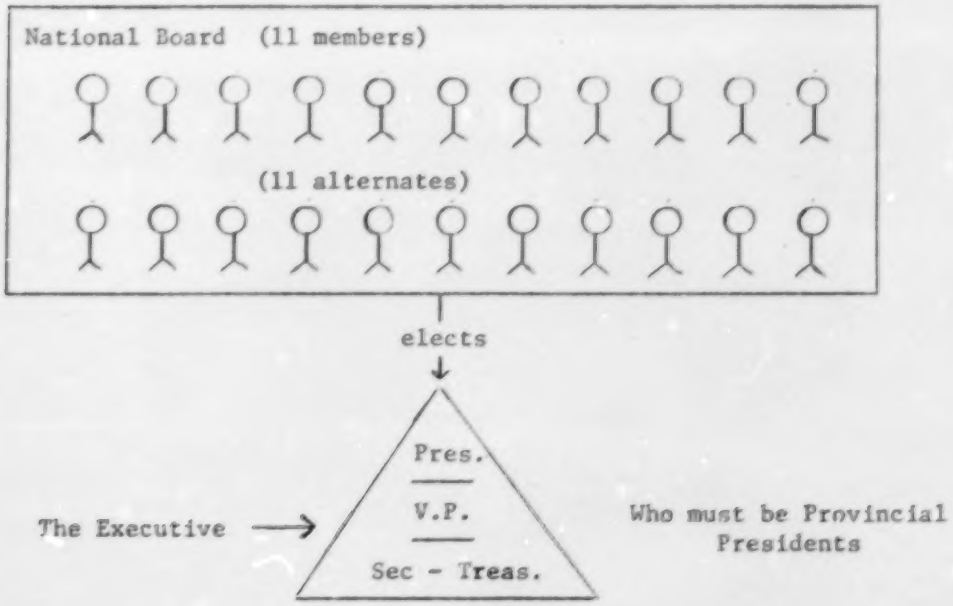


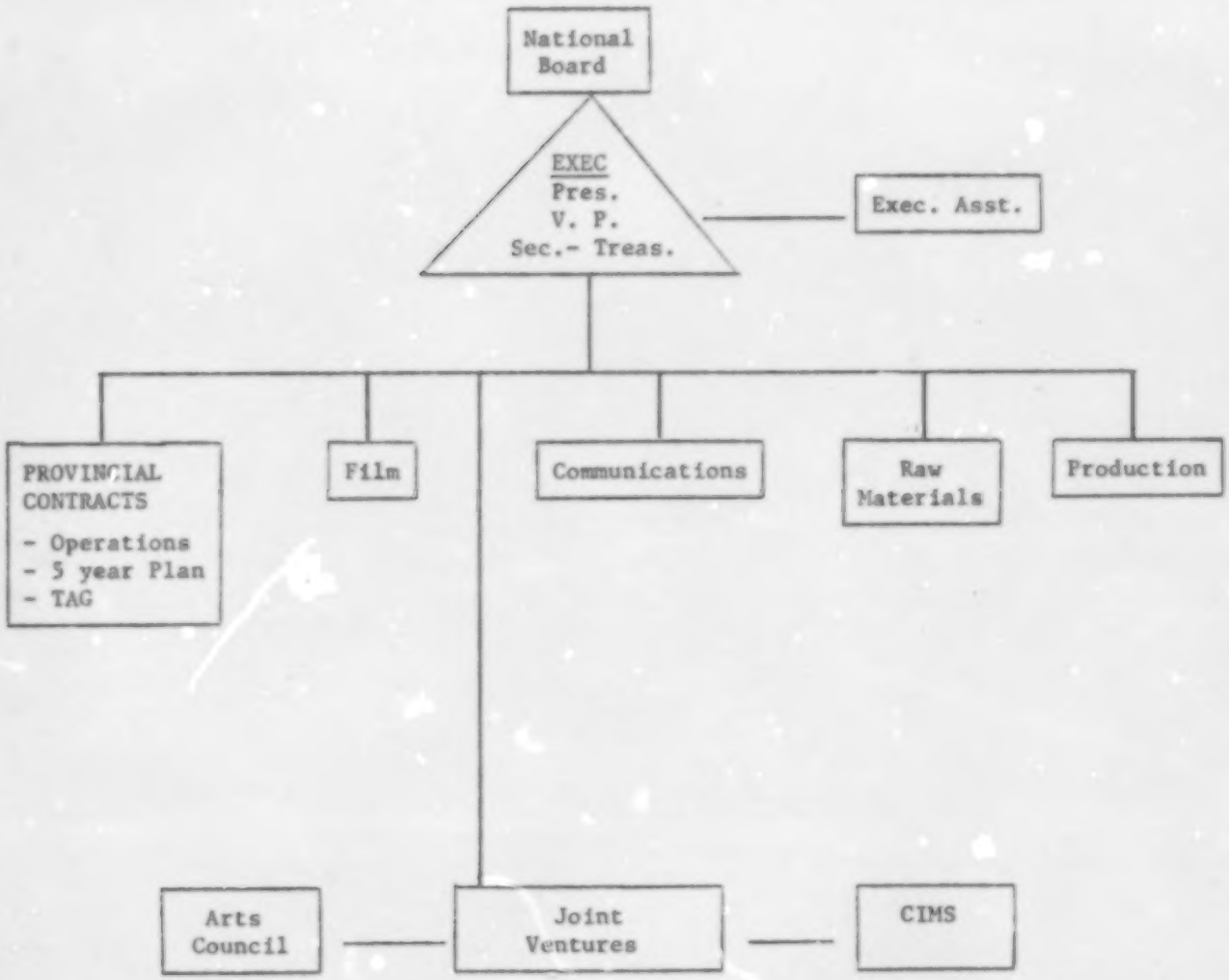
TABLE III

NATIONAL ORGANIZATION (desired)



The National Executive supervises the national programs in Arts and Craft which include the provincial contracts and the following programs:

TABLE IV



From the Provincial Corporation point of view, the following responsibility listings were made given the general understanding that any Corporate Board acts for the corporation by making motions that are seconded, voted upon, and recorded in minutes.

A. General Responsibilities of the Provincial Board

1. Determines organization Purpose
2. Determines organization Programs
3. Hires, fires, and gives directions to the Executive Director
4. Approves recommendations by the Executive Director
   - Staffing
   - Budget allocations
   - Contracts - (amount and time)
   - Procedures
5. Evaluates and Monitors Programs.

B. Responsibilities of Provincial Board Members

1. Helps Craftsmen
2. Seeks funds
3. Plans future
4. Approves budget
5. Monitors programs
6. Evaluates programs and Executive Director
7. Oversees program in Province according to by-laws
8. Gives guidance to
   - National through National Board representatives
   - Provincial Executive Director
   - Provincial Officers
9. Hires and fires personnel
10. Appoints officers - President, Vice President and Secretary/ Treasurer.

C. Responsibilities of Provincial President

1. Prepares agenda for Board meetings
2. Convenes Board meetings
3. Signs contracts
4. Represents Board as directed
5. Serves as Chairperson of Board meetings
6. Prepares and presents Annual Report to Board and Assembly
7. Does public relations
8. Communicates with and monitors Provincial Executive Director between Board meetings
9. Counter-signs checks

D. Responsibilities of Provincial Vice President

1. Represents Provincial Board on National Board
2. Reports to Provincial Board on National Board meetings
3. Chairs Provincial Board committees
4. Communicates with Craftsmen
5. Counter-signs checks
6. Acts as President when President is absent

E. Responsibilities of Provincial Secretary-Treasurer

1. Keeps minutes of Board meeting
2. Supervises Budget
3. Supervises Administration Procedures
4. Signs checks
5. Signs contracts
6. Monitors contracts
7. Is keeper of the corporate seal
8. Reports audit to Provincial Board and Assembly
9. Serves as alternate on the National Board

F. Responsibilities of the Provincial Executive Director

1. Recruits, recommends appointment, supervises and recommends termination of staff and consultants within administration policies and procedures
2. Prepares and recommends annual Budget and financial reports
3. Negotiates and recommends contracts, budgets, leaves, proposals, projects, etc.
4. Disburses funds according to approved budget and administration policies and procedures
5. Reports on programs to Provincial Board
6. Develops and maintains liaison with public, other organizations, and craftsmen
7. Operates programs
   - Workshops
   - Legal advice
   - Conferences and meetings
   - Exhibitions
   - Research and Development
   - Marketing
   - Promotion and advertising
   - Materials and equipment purchase and distribution

G. Responsibilities of Provincial Representatives on the National Board

1. Represents New Brunswick craftsmen
2. Represents and receives direction from the Provincial Board
3. Serves as liaison to other Provinces
4. Sets National Policy
5. Evaluates National Programs
6. Elects National Officers: President, Vice President, and Secretary/Treasurer
7. Hires and fires National Executive, consultants and contractors
8. Reports to the Provincial Board
9. Approves National Budget
10. Gives direction to the National Executive

SESSION TWO

Negotiations

Following the role and responsibility discussion and listing, there was an extensive discussion of negotiations. The following key steps were identified:

1. An idea is stated
2. The reasons for the ideas is stated as needs
3. A source of dollars is identified
4. An exploration of the interest and reaction of the source(s) takes place
5. A preliminary proposal is put together that connects the idea, the needs, and the reaction of the source with the money
6. The proposal is presented and discussed to the group or person with the money.
7. The changes needed to make the proposal acceptable as noted (preferably in writing)
8. The revised proposal is put together
9. The Board meets to identify what it really wants and agrees to what compromise it will accept
10. The final negotiations are held
11. The contract is drawn up if the negotiations are positive
12. The contract is signed by both parties
13. The money is transferred to the Provincial organization

The attached charts were presented and discussed as a method for keeping track of negotiations:

CHART A - A record of negotiations

CHART b - Way to identify what different groups want out of a negotiation that is positive (+), negative (-), or neutral (?).

CHART C - Items to be negotiated

- a listing of all the items being negotiated

CHART D - Target objectives in Negotiations

- Those key items that the group wants out of the negotiations

Many examples of CHART B were developed as they applied to National agendas, provincial agendas, but also to reserve agendas.

NEW BRUNSWICK INDIAN ARTS AND CRAFTS ASSOCIATION

TRAINING SESSION

(A)

June 16 & 17, 1977

NEED: _____

SOLUTION: _____

COMMENTS BY FUNDING AGENT DATE: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

REVISED POSITION DATE: _____

AGREEMENTS:

A. _____
B. _____
C. _____
D. _____
E. _____

DATE OF AGREEMENT _____

PERSONS PRESENT AT AGREEMENT SESSION.

_____ _____

_____ _____

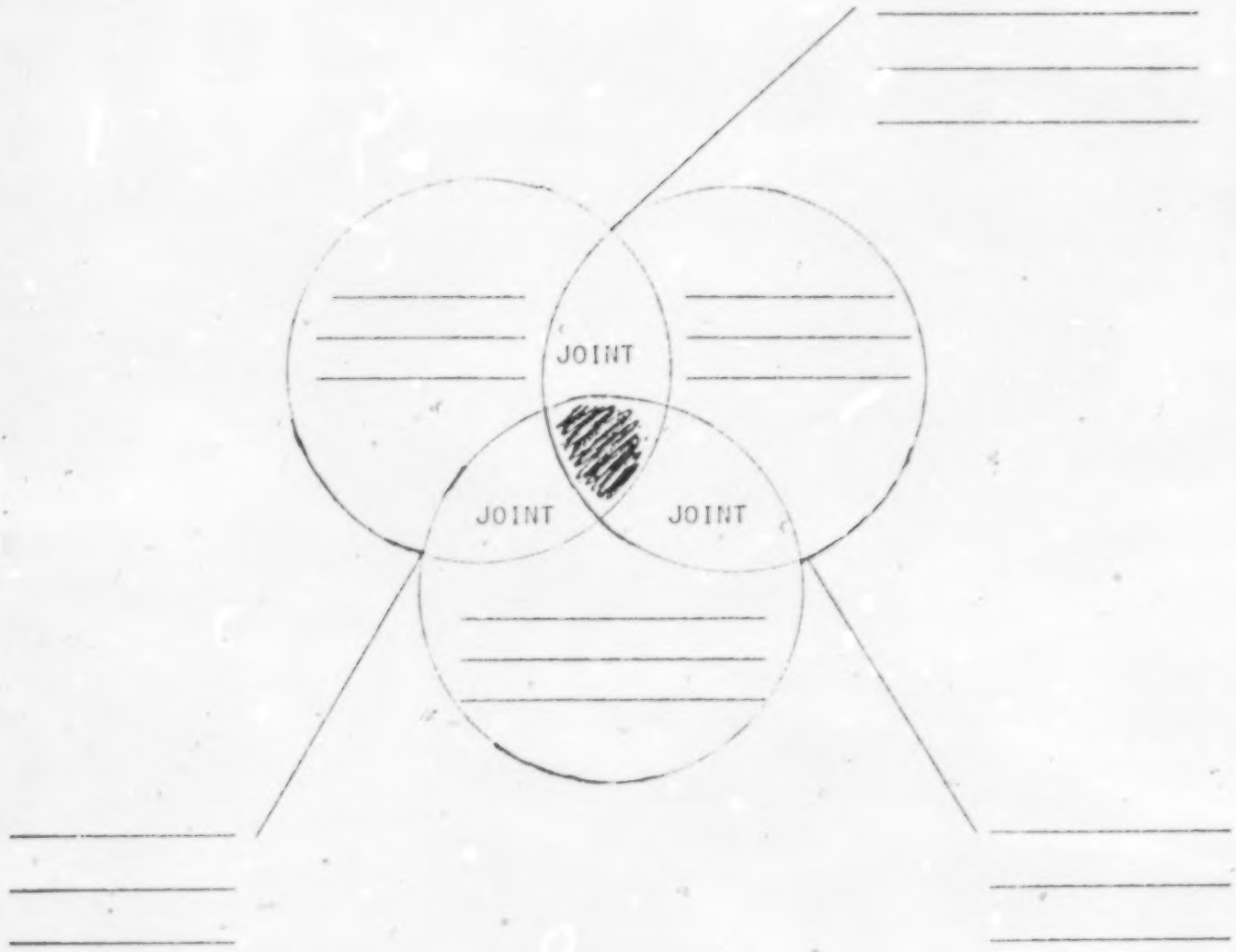
_____

NEW BRUNSWICK INDIAN ARTS AND CRAFTS ASSOCIATION

TRAINING PROGRAM

B

AREAS OF CONCERN FOR NEGOTIATIONS



Note: After entering a statement on each line, give it a rating in terms of how you think the person or group will see this item in negotiations.

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June 16 & 17, 1977

(C)

ITEMS TO BE NEGOTIATED

IMPORTANT

OTHER

CRISIS

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NEW BRUNSWICK INDIAN ARTS AND CRAFTS ASSOCIATION

June 16 & 17, 1977

(D)

TARGET OBJECTIVES IN NEGOTIATIONS

	Amended	Approved
1.		
2.		
3.		
4.		
5.		

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CONCLUSION

The training session was effective. Continued work and training was suggested in the following areas:

- NEEDS
- PROGRAMS TO MEET NEEDS
- BUDGET ALLOCATION PROCEDURES
- PROGRAM EVALUATION PROCEDURES
- PROGRAM REPORTING PROCEDURES

The next training session was tentatively scheduled for September 22 and 23, 1977 in Presque Isle, Maine. The focus of the training will be on techniques for developing a 5 year plan.